STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES
A Public Service Agency

TRAFFIC VIOLATOR SCHOOL
BRANCH BUSINESS OFFICE/CLASSROOM APPLICATION

Fee: $70.00 *(Nonrefundable)*

FOR DEPARTMENT USE
DATE RECEIVED INSPECTOR OFFICE

TOTAL FEE	RECEIPT NO.

ISSUED BY	ASSIGNED DISTRICT

SCHOOL NAME *(DBA)*	BUSINESS TELEPHONE NO.	LICENSE NO.
	( )	**TVS**

BUSINESS ADDRESS *(NUMBER, STREET, CITY AND ZIP)*

CLASSROOM ADDRESS *(NUMBER, STREET, CITY AND ZIP)*	COUNTY/JUDICIAL DISTRICT

BRANCH BUSINESS OFFICE ADDRESS	CITY	ZIP

If property is LEASED or RENTED

A copy of the lease or rent agreement for use of the room(s) to be used for classes must be attached. It must have: ***The property owner's full name, owner's address, type of facility, contact person's full name and daytime telephone number.*** Contact person listed should be the ***individual*** who has knowledge of your agreement for use.

Proposed starting date for classes at this location: _____
(Classes shall not be used until official approval is received.)

NOTE: Indicate classroom telephone number or number to be used on the TVS List. This telephone number must be a current, operative number at the time of application. ***CLASSROOM TELEPHONE NO.*** _____

SELF CERTIFICATION INFORMATION FOR CLASSROOM
(ALL "NO" ANSWERS MUST BE EXPLAINED IN REMARKS SECTION ON REVERSE)

	YES	NO
1. Is the classroom used exclusively for teaching traffic violators and is it free from distractions during classroom hours?	☐	☐
2. Is the lighting adequate?	☐	☐

3. Describe the seating and writing facilities: _____
_____

4. Approximate square footage of classroom.   Width: _____ ft. X Length: _____ ft. = _____ sq. ft.

5. The maximum occupancy permitted by local authorities when the facility is used for a classroom is _____.
Attach any evidence or documentation available which will confirm the maximum occupancy established by local authorities.

6. The maximum seating capacity is _____ .

	YES	NO
7. Is the facility more than 500 feet from a court?	☐	☐
8. Is the classroom accessible to students with disabilities?	☐	☐
9. Are sanitary and properly maintained restroom facilities readily accessible?	☐	☐
10. Is alcohol consumption or advertising prohibited in the classroom location?	☐	☐
11. Is parking or public transit readily accessible?	☐	☐

NOTE: Per California Code of Regulations, Section 345.40, a schedule must be on file with the department before the classroom may be used.

I have checked for compliance with safety regulations and the location meets all requirements of state law and local ordinances.

I hereby certify under penalty of perjury under the laws of the State of California that the information I have provided is true and correct.

DATE	SIGNATURE	TITLE
	X	